eGRANTS: HOW TO COMPLETE YOUR GRANT APPLICATION:
AmeriCorps State Subapplicants (Programs)

There are only two forms you will need to fill out in eGrants to complete your grant application. They are the Application for Federal Assistance (SF424) and the Budget.

Here are the steps to complete your application:

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One	Create an application.
Two	Complete Applicant Tab
Three	Complete Application Tab
Four	Complete Assurances and Certifications Tab
Five	Complete Narratives Tab
Six	Complete Performance Measures Tab
Seven	Complete Documents Tab
Eight	Complete your Budget (Enter/Edit Budget Button)
Nine	Submit the application to your State Commission.
Ten	Your State Commission will review your application. If your application is selected, the Commission will submit it to the Corporation for you.

Before you start:

You will need:

- A copy of **YOUR STATE COMMISSION'S AMERICORPS GUIDELINES**.
- A copy of the **YOUR STATE COMMISSION'S AMERICORPS APPLICATION INSTRUCTIONS.**
- Your **STATE COMMISSION'S PRIME ID NUMBER**.

As you go through the steps below, remember to save your work frequently. A good rule of thumb is to save every 5-10 minutes. This will greatly reduce your frustration if you lose your Internet connection or accidentally close your browser. To save, use the yellow diskette icon in the upper-left corner, or F10 on your keyboard.

As you work, you may occasionally be served a pop-up box asking you if you'd like to "commit" the changes you've made. This is simply a reminder asking if you'd like to save.

Don't close the browser window with the blank, gray background! Doing so may interrupt your eGrants session, and you could lose any unsaved work!

Getting back to your saved application. Just in case you don't want to do this all in one shot, here's how you can get back to your saved application later. Make sure you save your work before closing.

- Open eGrants.
- Log on
- You'll see the *eGrants* menu tree on the left.
- Click on the *Applications* node (plus sign next to the folder).
- Double-click on Application for Federal Assistance (SF-424).
- Your last application entered into eGrants will appear automatically for you when you come back to eGrants.

Step 1: Create your Application

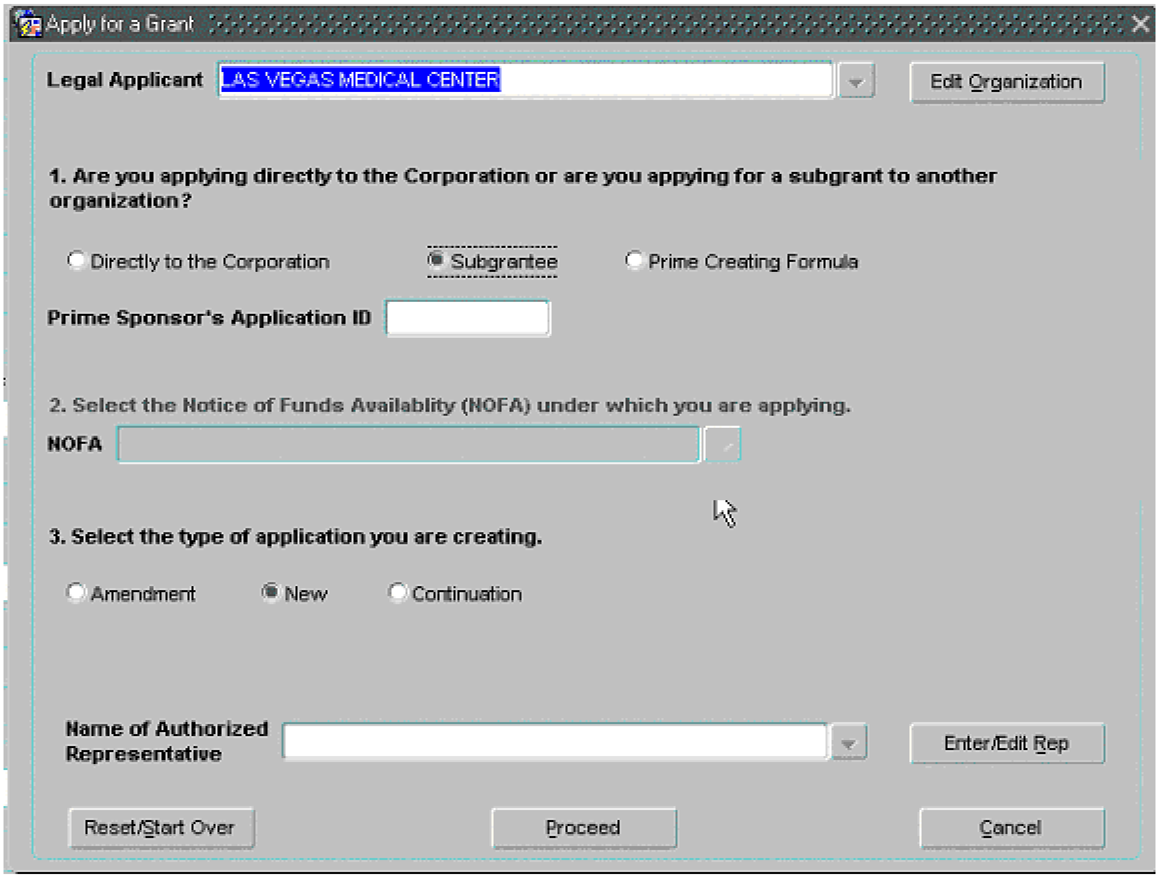
① **Open eGrants:**

a. Log on
b. Click on the *Applications* node (the '+' next to the folder) in the menu tree on the left.
c. Double-click on *Application for Federal Assistance (SF-424).*

② **Create an Application**

a. Click the Create Application Button at the bottom of the page or the Insert New Record icon ("+") on the Tool Bar at the top of the page.

A box pops up:



The legal Applicant will already be selected, based on the EIN you entered when you created your user account.

b. For Question 1, select *Subgrantee*.

c. Enter your state commission's Prime ID number in the field under the radio buttons. (* *You must get this from your State Commission*)

d. Skip question 2 . ☺

e. Select one of the radio buttons under question 3.

- Select *New* if you are applying for the first year of a grant.
- Select *Continuation* if you are applying for year 2 or 3 of a grant. When you select *Continuation*, eGrants will insert your existing Grant Number. Check it to ensure that is correct.

f. When you're finished click *Proceed*. Click OK in the dialog box that pops up.

Step 2: The Applicant tab

a. Fill in the fields on the page. Hints on some of the fields:

- **Application ID** (not the prime ID you entered earlier) appears in the upper-left corner. It's a unique identifier for your application automatically generated by eGrants. **Write it down!** Or copy and paste it into a text document for future reference.
- **Project Director** is the director of your program.
- **Name of Authorized Representative** your name appears here by default. If you're not the authorized representative select another name from the list. If the name you want doesn't appear, click on the Edit/Enter button to the right and enter the name of the Authorized Representative for your organization.
- **Report** is not part of your application. You can use it later to view or print a PDF version of your application. Leave it blank for now.
- **Program Initiative** is a place for you to specify if your program falls into a pre-selected category. Use the LOV (List of Values aka Pull-down) menu to select a category that applies to your program. (For example: America Reads, CHESP, Digital Divide, Homeland Security, or Statewide Initiative Plan.)

b. Save your work! (Click the *Save* icon (yellow diskette) on the toolbar or press F10 on your keyboard)

Step 3: The Application tab

a. Fill in the fields on the page. Hints on some of the fields:

- **Project Period Start Date**: If you selected *new* earlier for *type of grant* then this is the first year of a three-year grant, otherwise, the start date should be the date the grant will begin in the next funding cycle. Please use mm/dd/yyyy format when entering dates.
- **Application is Subject to Review by State Executive Order 12372 Process**: This question does not apply to AmeriCorps*State applicants.
- **Applicant is Delinquent on any Federal Debt**: Check the box if your organization is in fact delinquent and enter an explanation to the right.
- **Estimated Funding:** Leave this section blank—information here will be supplied by your Budget form.
- **Organization Characteristics:** Characterize your organization by adding elements from the LOV or pull-down lists. To delete an existing characteristic, highlight that row, then click the delete record button (red 'x') on the toolbar. To add a characteristic, highlight an empty row, then click the LOV or pull-down menu. Select from the characteristics in the box that pops up, then click OK.

  If you run out of empty rows, you can add a new row: select one of the existing rows, then click the insert new record button (green '+') on the toolbar.

Step 4: Assurances and Certifications tab

The authorized representative certifies that your organization will comply with all the required assurances and certifications. He or she must be logged into eGrants before completing this section.

a. Assurances. The person you selected as the *Authorized Representative* on the *Applicant* tab appears here as the certifying official. This person needs to click the *View/Print Assurances* button, then the *I Agree* button, then the *Accept* button in the pop-up box.

a. Certifications. Select the certifying official from the drop-down menu. This person needs to click the *View/Print Assurances* button, then the *I Agree* button, then the *Accept* button in the pop-up box.

Of course, if the person selected in these fields is you, you can complete this now. If another person is selected in either of these fields, that person will need to log on and follow the instructions above.

Step 5: Narratives tab

The narrative information entered on this tab depends on your application guidelines.

The Narrative Section includes:

A. **Executive Summary** (4,000 characters or approximately 2 page, double-spaced limit)
B. **Summary of Accomplishments and Outcomes** (4,000 characters or approximately 2 page, double-spaced limit)
C. **Program Narrative** (41,000 characters or approximately 20 page, double-spaced limit)

☺ We suggest that you prepare your narrative as a word processing document. You can copy and paste your completed document into eGrants.

Formatting: Remember that when the narrative is copied and pasted into eGrants, all formatting (bold, bullets, underlines, etc.) will be erased. To ensure that your eGrants narrative is a duplication of your word processing document, use only uppercase letters or numbers for section headings and other information you would like to highlight in your narrative. Remember to follow the character limits and font information described above. (The page numbers will vary according to how many lines you have between paragraphs, how many spaces, and how many headings you use.)

Characters = all letters, punctuation, and spaces included in a document.

① The three narrative types are listed on the left: Executive Summary, Summary of Accomplishments, and Program Narrative. Select the first narrative type and copy and paste your narrative text in the large box on the right. Then click on the next narrative type and paste the narrative text for that narrative in the large box. Continue until you have entered all of the narrative text.

② Save your work by clicking on the yellow disk icon in the upper left or by pressing F10.

Step 6: Performance Measure tab

① **Service Category** - These are categories that describe the activities that your AmeriCorps members will be participating this year. Remember, there is no correlation between service categories and the Performance Measures you complete.

Although only three lines are displayed, you can select as many as you need.

- **a.** Click the drop-down arrow in the first line to choose your first category. You can simply scroll, or type a few letters or a word into the Find box and click the *Find* button to narrow your category choices.
- **b.** To add another category, put your cursor on the last box, and click the *Insert record (green '+')* icon. Repeat for as many categories as needed.

② **Performance Measure Type** – The next set of boxes is to record the number and type of performance measures you have.

a. Put your cursor in the small box to the left of the first line. Enter the number "1" to designate your first performance measure.

b. Move your cursor to the drop-down field to the right and select the type of your first performance measure, for example, "Needs and Service Activities." Don't worry about entering the performance measure content yet; we'll get to that in a bit. For now, we want to make a placeholder for all your performance measures.

c. Put your cursor in the small box to the left of the second line, and enter "2". Select the type of your second objective in the drop-down list. For example, this might be your second "Needs and Service Activities" performance measure.

d. Repeat as many times as necessary to enter all your performance measures. *To add additional performance measures, put your cursor on the last box and click the "+" Insert Record icon. A blank box will appear, but you will not lose the previous entries.

③ **Performance Measure (content)**

The last set of boxes under the section labeled "Performance Measure" are where you put your content.

a. Go back up to the *Performance Measure Type* area and highlight the first box. You'll see labels appear in the bottom boxes where you'll enter your content for this performance measure.

b. Highlight the first label. Enter your information in the box to the right.

c. Highlight the second label. Enter your information the box to the right.

d. Repeat for all the lines.

e. Repeat instruction **a** to highlight number "2" up in the *Performance Measure Type* area, and return to the boxes below to enter content for your second performance measure.

f. Repeat until you've entered content for all your performance measures.

④ Save your work by clicking on the Save icon in the upper left or use F10 on your keyboard.

Step 7: Documents Tab

Review your State Commission Application instructions to determine which documents you must send to the commission by mail. Change the status of each required document from "not sent" to "sent" or "not applicable."

Step 8: Complete your Budget

☺ If you are still in the SF424 Application, you can open the budget section by clicking the *Enter/Edit Budget* button at the bottom of the page.

If you have not entered eGrants yet do the following:

① Open eGrants.

- **a.** Log on.
- **b.** You'll see the *eGrants* menu tree on the left.
- **c.** Click on the *Applications* node (plus sign next to the folder).
- **d.** Double-click on *Application for Federal Assistance (SF-424).*

② Go to the *Applicant* tab and click on *Enter/Edit Budget*.

③ Filling out the line items:

a. Click on the first section, *A. Personnel Expenses*. *Details for A. Personnel Expenses* will show on the left side of the screen.

b. Click on the first line. The fields will have a blue background when it's selected.

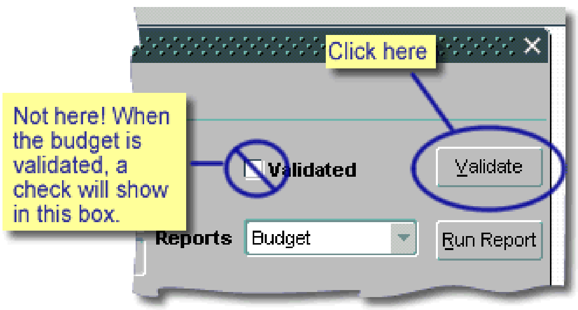
Complete each line. If you get to the last line and need to enter more items, click the *Insert New Record (green '+')* icon.

c. Go through each section of the budget this way.

d. Save your work frequently!

④ **Validate:** After you have finished entering your budget information you need to use the eGrants "Validate" function to look for mistakes or items that do not fit the Corporation's budget rules.

First save it, then click on the *Validate* button in the upper-right corner.



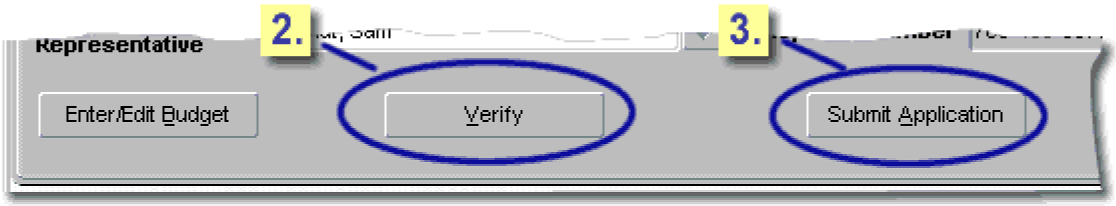
!! When you validate your budget, eGrants will check to see if your budget corresponds to Corporation's budget rules. If it does not, you will receive a "Warning" or an "Error Message." Warnings are notifications to you that you may want to double-check that item. Warnings will not prohibit you from submitting your application. **Error messages must be fixed before you will be allowed to submit your application.**

Once you successfully Validate your budget you are almost ready to submit your application.

Step 9: Submit your Application

② **Verify:** After you have finished the entire application, you use the Verify function to check your whole application to make sure nothing is missing. Click on the Verify button on the bottom of the *Applicant* page.

③ **Submit:** When you click on the Submit Application button at the bottom of the *Applicant* page, you will be "sending" your application to your State Commission. (Remember: You entered their Prime ID # in the pop up screen at the beginning of this process.) They will receive your application right away.



? How can I be sure that my application has been "sent"?

Answer: Look at the Status box at the top of the Applicant page. It should say "Submitted to Prime." (Remember: Prime= State Commission.) And, look at the Date Submitted to Prime box in the right column of the Applicant page. It will contain the date that you sent your application.

Step 10: Commission Review

Your Commission will review your application. They may *return for resubmission*, asking you to make some changes to your application and/or budget. If they do, they'll contact you to let you know, and you'll be able to make changes by repeating relevant steps outlined above.

If your application is selected, the State Commission will send it to the Corporation for you.